

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 016-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Airport Expediting Clerk

OPENING DATE: March 19, 2013

CLOSING DATE: April 1, 2013

WORK HOURS: Full-time; 40 hours/ week

GRADE: \*Not-Ordinarily Resident: FP-08 (To be confirmed by Washington)

\*Ordinarily Resident: FSN-905-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Airport Expediting Clerk. The position is located in the General Services section and reports to the Shipping Supervisor.

## FUNCTIONS OF POSITION:

Facilitates expeditious clearances of personnel and goods from the Airport or seaport. Under the general supervision of the Shipment Supervisor, has primary responsibility for the air shipments. Keeping abreast of local laws and adhering thereto, arranges and facilitates incoming and outgoing air shipments and customs clearance for the Mission. Checks bills submitted by shipping, packing and transfer companies against authorizing. Consolidates shipment files, regularizes the GBL's, coordinates automation of documentation, follows standard procedures for documenting weight of private shipments and verification of allowances for each individual. Keeps the Political and Regional Security Officers and Shipment Assistant informed of up to date on all matters related to airport functions at all

times, especially when there are problems, to avoid possible adverse effect on U.S. operations.

Collaborating with the other airport expediter, presents permits and other paperwork required for customs exemptions on incoming and outgoing private and U.S. Government property to the host government customs and other offices, and expedites processing and approval of the documents. Picks up shipment papers on incoming and outgoing property and clears the shipments through customs.

Accompanies incoming and outgoing U.S. Government personnel at the airport, undertaking all process to have final clearances to and from airline and get them settled for their final destination. In that effort, sees them through check-in process of their baggage, ticket, passports, immigration unit or license as necessary; prepares and presents permits to Sierra Leone government or airport Authorities for customs exemptions; prepares the necessary paper work to expedite approval of customs exemptions; prepares permits for specialized items such as firearms and ammunition, cameras, liquor, cigarettes etc; for approval by appropriate authorities.

Maintains close contact with air port seaport and other local customs officials, staying current to changes in personnel, local laws, and clearance procedures as necessary.

Drives vehicle to pick up Personnel, courier or air cargo as directed by supervisor.

### **Seaport:**

As directed by the Shipment Supervisor, arranges for pick-up, customs clearance, storage or delivery, and unpacking incoming shipments. Obtains customs exemptions on incoming/outgoing shipments of official and personal property, supplies and equipment by presenting and processing documents through various host government ministries. Collects shipment documents and clears incoming/outgoing official shipments and personal property through customs at Lungi airports or the Deep Water Quay Port. Advises departing personnel of their entitlements under applicable agency regulations, customs relations and requirements, and related matters. Assists U.S. personnel with the registration, licensing, inspection, sale and purchase of POV and prepares all documents on this matter.

Performs other shipment related duties as directed.

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary education is required.

2. **Experience:** Two years of progressively responsible experience in transportation and shipping is required. One year driving and clerical experience in shipping and transportation required.
3. **Language Ability:** Level 3 English ability (good working knowledge) of written and spoken English is required. Level 3 Krio (good working knowledge in speaking Kiro required).
4. **Knowledge:** Knowledge of regulations which pertain to customs exemptions. A detailed knowledge of Sierra Leone government regulations on customs exemptions and importation and exportation permits. Knowledge of Sierra Leone government offices which administer exceptions and permits.
5. **Abilities:** Must have level 1 typing and computer skills. Must be able to determine and recommend which local shipping carriers and transfer companies are best to deal with. Must have working knowledge of general procedures for handling shipment with such companies. Must be holder of a driver's license.
6. **Interpersonal Skills:** Personal relationships with arriving and departing U.S. personnel and with Customs officials of Sierra Leone are complicated by tension and stress. High degree of tact and diplomacy, and persistence is required for effectiveness.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are

ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Airport Expediting Clerk)  
Embassy of the United States of America  
Southridge, Hill Station  
NOTE: Only short listed applicants will be contacted  
Freetown  
FAX: 076-51-5355  
[HRFreetown@state.gov](mailto:HRFreetown@state.gov)

#### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service

member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: April 1, 2013**

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.